



## SHE REPRESENTATIVE

SAQA US: 13220  
 NQF Level: 2  
 SAQA Credits: n/a  
 SAIOSH CPD Credits: 2  
 Duration: 1 Day

### Course description

The SHE Representative course is aimed at individuals who are designated as safety, health, and environmental representatives within their organisations. It provides comprehensive training on their roles and responsibilities in promoting and ensuring workplace safety, health, and environmental compliance.

The SHE Representative appointment is a legal requirement under Section 17 of the Occupational Health and Safety Act and is compulsory for every organisation with more than 20 employees.

### Course outcome

Students will be able to:

- Identify and explain the legal and workplace operational framework for the health, safety and environmental protection representative.
- Identify and explain the role and responsibilities of a safety, health and environmental protection representative.
- Identify other role players for safety, health and environmental protection representative and their roles.
- Explain the consequences of non-compliance in respect of safety, health and environmental protection and the representative's role.

### Course Content

#### MODULE 1: LEGAL ASPECTS

##### Relevant sections of the OHS Act and General Admin Regulation

- Section 7 – Health and Safety Policy
- Section 8 – General Duties of Employers to their Employees
- Section 13 – Duty to Inform
- Section 14 – General Duties of Employees at work
- Section 16 – CEO charged with certain duties
- Section 17 – Health and Safety Representatives (When, Appointment, Acceptance of designation)
- Section 18 – Functions of Health and Safety Representatives
- Section 19 – Health and Safety committees
- Section 20 – Functions of Health and Safety committees
- Section 24 – Report to inspector regarding certain incidents
- GAR 2 – Access to premises
- GAR 4 – Copy of the Act
- GAR 5 – Health and Safety committee
- GAR 6 – Negotiation and consultations before designation of health and safety representatives
- GAR 8 – Reporting of incidents and occupational diseases
- GAR 9 – Recording and investigation of incidents

#### MODULE 2: HAZARD IDENTIFICATION AND RISK ASSESSMENT

- Identification of Potential Occupational Health Hazards.
- Classes of Occupational Health Hazards.
- Causes and effects of accidents / incidents.
- Identifying and Dealing with Hazards in the Workplace.

#### MODULE 3: PERFORMING REPRESENTATIVE FUNCTIONS IN THE WORKPLACE

- Safety Inspections in the Workplace.
- Incident / Accident Investigations.

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Report on Incidents.  
Report on Injuries.  
Keep Records.  
General Housekeeping.  
Colour codes and symbolic signs.  
Personal Protective Equipment (PPE)  
Represent Fellow Workers on the Shop Floor.  
Make representations to the Employer or SHE Committee.  
Report on incident / accident investigations.  
Effective communication.  
Emergency preparedness.

**MODULE 4: PARTICIPATING IN FORUMS AND MEETINGS**

Participate in SHE Committees.  
SHE Committee Meeting Documentation.  
Promoting Safety.

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